



ECS Health, Safety and Environmental Assessment Procedure

The Electrotechnical Certification Scheme (ECS) became affiliated to the Construction Skills Certification Scheme (CSCS) on the 1st December 2001. This was part of a drive to have the entire construction industry workforce carrying the appropriate skill cards. This initiative was introduced to ensure that all those who work in the industry are fully competent and to help improve health and safety standards in the industry.

It is important that employers read the following guidelines and ensure that the enclosed Rules for Invigilation are communicated to all Invigilators and are adhered to at all times.

Invigilators must complete and return the ECS Health and Safety Invigilators Declaration to the SJIB (Please see attached Invigilators Declaration).

Any Invigilators who are found by the SJIB to be guilty of any impropriety will be removed from the Invigilators Register. Additionally, any assessments that have been overseen by the Invigilator concerned may be invalidated, thus forcing the candidates concerned to retake their Assessment at their employer's cost.

All ECS Health and Safety Assessments are valid for three months; this information will be detailed on the front of the Instructions for Candidates page on each assessment paper. Any assessments returned after this date will be null and void.

Employers who order assessment papers for operatives who later leave the company and have not completed the assessment can request a refund by ticking the void box on the Instructions for Candidates page of the assessment paper and returning the paper to the SJIB. Refunds will not be issued for assessments that have exceeded the three-month expiry date.

Employers can request the return of completed assessments in order that they can establish areas of weaknesses for individuals who failed the assessment. (Please see attached ECS Health and Safety Assessment Request Application Form)

Each assessment is unique to the individual and must not under any circumstances be copied or completed by any other candidate. If this occurs the assessment will be invalid.

The SJIB will not process any ECS Request Application form until they are in receipt of payment.

If you have any queries regarding the process please visit www.sjib.org.uk or contact the SJIB on 0131 445 9216.



ECS Health, Safety and Environmental Assessment Licensing – Common Requirements

Facilities

All assessment centers, regardless of the method of assessment being offered, must have adequate facilities to run the assessments. A room large enough to comfortably seat the number of candidates simultaneously undertaking the assessment must be provided. The room should be closed off during the period of the assessment. The assessment should take place in the employer's time.

Invigilators

One or more suitable Invigilators must be identified, and their names forwarded to the SJIB for approval. Invigilators should be suitably qualified and experienced people whose integrity may be relied upon. These would be individuals of suitable standing within the organisation for example HR Managers, Line Managers, Wage Clerks, Trade Union Representatives etc., or a course trainer conducting the assessment on completion of an assessed Health and Safety training course. Invigilators are required to sign declarations confirming that they will comply with the SJIB Rules for Invigilation (Please see attached ECS Health and Safety Invigilators Declaration form). This need only be completed once unless a new Invigilator is appointed.

Rules for Invigilation

The Invigilator is paramount to the successful implementation of the ECS Health and Safety Assessment and also to maintaining the integrity of the assessment. It must be impressed on the Invigilators that they are acting as a representative of the employer or the industry, in terms of the Health and Safety at Work etc. Act 1974 in which the employer is responsible for ensuring the competence of his workers. The Invigilator may of course be a course trainer who conducts the assessment on completion of a training course.

Candidates must be given at least two weeks' notice in order that they can prepare for the assessment. Employers should direct candidates to www.sjib.org.uk where they can view the questions and answers or if they do not have access to the internet employers could print off the questions and answers that candidates could refer to. Alternatively, Employers can order an ECS Health and Safety Question and Answer Study Booklet when they complete the ECS Request Application form or by logging on to the Publications section of the website.

The assessment is a closed book assessment and as such an Invigilator must ensure there are no aids in the room when the assessment is undertaken. This is particularly important where the assessment is carried out at the end of a training course – all course materials should be removed prior to the assessment being undertaken.

The only conversation that should take place during the assessment is between the Invigilator and the Candidate and that must be limited to the subject of the procedure of the assessment. Candidates should not be allowed to converse with each other while anyone in the room is undertaking the assessment and should be instructed to remain silent until everyone has finished. It is important to note that the Invigilator is present throughout the assessment; they should not leave the room.



ECS Health, Safety and Environmental Assessment Instructions for Invigilators

During the assessment **Invigilators must:**

- Verify the Candidates identity before starting the assessment;
- Give the Candidates their assessment instructions (cover page) and assessment paper and advise them not to open the papers until directed;
- Ensure the Candidates check their Name and National Insurance Numbers recorded on the cover page of the assessment are correct. If there are any errors they should correct these by putting a line through the mistake and entering in the correct details;
- Allow the Candidates time to read the instructions and ensure they do not look at the assessment paper until all the Candidates understand the procedure and any questions have been answered;
- Inform the Candidates they have up to 30 minutes to complete the assessment;
- Ensure the start and stop times are clearly stated to the Candidates and they understand that there is no talking once the assessment has begun;
- Instruct the Candidates to read the questions very carefully before they select their answers;
- Inform the Candidates that if they finish the assessment early they should sit quietly until the Invigilator states otherwise;
- Inform the Candidates that the assessments will be returned to the SJIB who will mark the assessments and issue the results and Pass Certificate (if applicable) via email within two weeks.

Each assessment is unique to the individual and must not under any circumstances be copied or completed by any other Candidate. If this occurs the assessment will be invalid.

Invigilator must be aware of any Candidate who has special needs. For example, someone who has forgotten his or her glasses, in this instance you can read the questions and potential answers to the candidate and mark the answers as appropriate. In some instances, it may be more appropriate to conduct the Candidates assessment on their own rather than as part of a group.

Employers must communicate the outcome of the assessments to Candidates within two weeks of receiving the certificates and reports.

Employers must ensure that they provide additional training to Candidates who fail the assessment and that they should fund the first re-sit.



ECS Health, Safety and Environmental Assessment Invigilators Declaration

I/we, the undersigned declare that I/we have read, understood and undertake to comply with the Rules for Invigilation as determined by the SJIB. Further, I/we understand that breach of these Rules will result in sanctions as laid down by the SJIB and I/we understand I/we could be removed from the list of approved Invigilators and will invalidate ECS Health and Safety Assessments already conducted.

Company Name:

Invigilator Name (Block Capitals)	Signature	Date

Costs

SELECT/SJIB Member Companies: £42.00 per Operative
 Non Member Companies: £54.00 per Operative
 ECS Question & Answer Study booklet: £10.00 per booklet

Studying before the Assessment is recommended. [Click here to access the online ECS Question and Answer booklet](#), which contains questions and answers you could potentially be asked.

Please select the payment method you will be using (BACS or Card Payments only):

BACS Card Payment

For BACS Transfers, please use the details below (you must include a reference with your payment):

Account type: Business Account Name: Scottish Joint Industry Board Sort Code: 824505 Account Number: 10500760 Reference: ECS – Company Name

All ECS Health, Safety & Environmental Assessment Application Requests should be posted to:

**The SJIB
 The Walled Garden
 Bush Estate
 Midlothian
 EH26 0SB**



**ECS Health, Safety and Environmental Assessment Request
Application Form for Employers (Page 1)**

In order for us to ensure you receive the assessments and later the letters and certificates in a timely manner please complete the following details of the company's point of contact and the name of the company Invigilator.

Company Name:	
Company Contact:	
Email Address to email assessment to: <i>*This MUST NOT be the email address of a candidate</i>	
Company Address:	
Company Postcode:	
Contact Number:	
Invigilator:	
SELECT/SJIB Membership Number: <i>(If applicable)</i>	
Email Receipt to:	

The SJIB records the personal data requested in this application form on a secure IT database which enables the SJIB to provide you with ECS Health, Safety and Environmental Assessments. For more information, please [click here to view our Privacy Statement.](#)



**ECS Health, Safety and Environmental Assessment Request
Application Form for Employers (Page 2)**

*** Important Note – The ECS Health, Safety and Environmental Assessment is only applicable for the following cards:**

- Electrician
- Approved Electrician
- Technician Electrician
- Maintenance Electrician
- Electrical Fitter
- Approved Electrical Fitter
- Electrical Fitter (ECITB)
- Approved Electrical Fitter (ECITB)
- Fire Detection & Alarm Systems *
- Electrical Winder
- Approved Electrical Winder
- Instrument Mechanic
- Wireman
- Panel Builder
- Academically Qualified Person (AQP)
- Professionally Qualified Person (PQP)
- Any Network Infrastructure card
- Emergency & Security Systems *

**The health and safety requirement for these cards may change.*

If your employee is applying for an ECS card that is not listed above, you/the employee should visit the [ECS Card Portal](#) and check the health and safety requirements for the ECS card that they require. The ECS Health, Safety and Environmental Assessment will not be accepted.

Candidate(s) Details

Invigilator Name (Block Capitals)	Signature	Date

Office Use Only

Date Application received:	
Date Assessment emailed to company/Invigilator:	



Payment Request Form

Please complete in **BLOCK CAPITALS** and return this Payment Request Form to the SJIB with all corresponding paperwork.

Full Name:

National Insurance No.

Payment For:

(eg. SJIB ECS (Grade) Card, ECS HSE Assessment or Replacement Craft Certificate)

Card Type:

(Visa Debit, Credit, Mastercard, Maestro & Switch)

Card Number:

Valid From:

Expiry Date:

Security Code:

Issue No:

(Last 3 digits on signature strip)

(if applicable)

Name on Card:

Contact No:

Billing Address:

Amount Payable:

£

SJIB use only:

Authorisation Number:

Date: